



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

JUDICIAL LAW CLERK (TERM)

TO U.S. MAGISTRATE JUDGE ELIZABETH A. STAFFORD

United States District
Court
231 West Lafayette
Blvd.
Detroit, MI 48226

Submit application
materials through
Online System for
Clerkship Application
and Review (OSCAR)

[https://
oscar.uscourts.gov/
index.php?_tab=home](https://oscar.uscourts.gov/index.php?_tab=home)

Vacancy Number:
20-17

Posting Date:
November 13, 2020

Closing Date:
November 30, 2020

Duty Station:
Detroit, MI

Classification Level:
JSP 11-13 (depending
upon qualifications)

Starting Salary Range:
\$70,286—\$100,177

**Number of Positions
Available:** 1

Position Open to:
All qualified candidates

The Mission of the Court:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

Chambers' role in the Mission of the Court:

We view our Chambers as a Court family, consisting of the Judge, Case Manager, two Law Clerks, and any judicial interns who may be temporarily on duty. We work closely together as a team, committed to a shared set of values that focuses on administering justice in a fair, impartial, and efficient manner. We view our mission as one of providing service to the public, the attorneys, the parties, the witnesses and the victims. Within Chambers, we work as colleagues toward this common goal in an environment that encourages communication, dialogue, discussion, and mutual assistance. And we try to have fun and make friendships along the way.

The Law Clerk Position:

Our Chambers is currently seeking applications for one full time Law Clerk position, for appointment to a term of one year, beginning in September 2021. The position entails substantial legal research and writing primarily in the areas of Social Security appeals and prisoner civil rights filings.

The selected law clerk will be responsible for tracking pending motions and managing his or her individual dockets assignments so that draft orders and draft reports and recommendations are presented to the judge in a timely fashion. Applicants should expect to work beyond normal work hours as necessary to complete assignments, and should expect periods of significant busyness.

The selected law clerk should be able to work independently, but to also work well with other members of the chambers family. The selected law clerk must be a team player who will contribute to the overall administration of the chambers.

We value the diversity of experiences and backgrounds represented by members of our staff, and look forward to learning what applicants can contribute to the chambers family beyond legal experience.

Applicants selected for an interview must complete a short writing assignment.

Qualifications:

Qualifications must be met at the time of application.

Required:

Juris Doctor Degree

Preferred:

- Prior federal judicial clerkship experience
- Legal work experience post-law school
- Class standing 25%



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Procedures for Applying:

To be assured consideration, applicants must apply for this position using the **Online System for Clerkship Application and Review (OSCAR)** system, the link is provided below. Make sure to follow the instructions provided on that site.

https://oscar.uscourts.gov/index.php?_tab=home

Only those applicants selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Local Benefits*:

Telework
On-site Fitness Center
Public Transit Subsidy Reimbursement Program

Flexible/Alternate Work Schedules
Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters, museums and the Detroit River Walk

**when/where available*

National Benefits:

Ten Paid Holidays
Long-Term Care Insurance
Employee Assistance Program
Virtual Judiciary Online University

Group Health, Dental, Vision and Life Insurance
Health and Dependent Flexible Spending Accounts
Commuter Benefit Program
Work Life Services

An Equal Opportunity Employer

All applicants must be a U.S. citizen or must be eligible to work in the U.S. (a lawful permanent resident i.e., green card holder) and seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.